

# PANTRY BASICS



A well-stocked pantry provides all the makings for a good meal. Although everyone's pantry is different, there are basic items you should have on hand. Keeping these items in stock means avoiding extra trips to the grocery store, saving you time and money. Use these basic pantry suggestions as a reference when creating your grocery list; add other items according to your family's needs. Don't forget refrigerated items like milk, eggs, cheese, and butter.

<b>Staples</b>	<b>Packaged/Canned Foods</b>	<b>Spices/Seasonings</b>
Baking powder	Beans (canned, dry)	Basil
Baking soda	Broth (beef, chicken, vegetable)	Bay leaves
Barbecue sauce	Cake mixes and frosting	Black pepper
Bread crumbs	Canned diced tomatoes	Bouillon cubes (beef, chicken)
Chocolate chips	Canned fruit	Chili powder
Cocoa powder	Canned mushrooms	Chives
Coffee/Tea	Canned soups (tomato, cream of mushroom, cream of chicken)	Cinnamon
Cornmeal	Canned tomato paste, sauce, and juice	Garlic (powder, salt, clove)
Cornstarch	Canned tuna & chicken	Ginger
Corn syrup	Cereal	Mustard (dried, prepared)
Flour	Crackers	Nutmeg
Honey	Dried soup mix	Onion (minced, powder, salt)
Ketchup	Fruit preserves (jams, jellies)	Oregano
Lemon juice	Gelatin (flavored or plain)	Paprika
Mayonnaise	Gravies (jarred or mixes)	Parsley
Non-stick cooking spray	Juices (bottled, concentrate)	Rosemary
Nuts (almonds, pecans, walnuts)	Milk (evaporated, non-fat dry, sweetened condensed)	Sage
Oil (olive, vegetable)	Oatmeal	Salt
Onions (red, yellow)	Olives	Seasoned salt (e.g., Lawry's®)
Pancake batter mix	Pasta (spaghetti, elbow, etc.)	Soy sauce
Pancake syrup	Popcorn	Tarragon
Peanut butter	Ramen® noodles	Thyme
Potatoes	Rice (brown, white)	Vanilla
Salad dressing	Salsa	Worcestershire sauce
Shortening	Spaghetti sauce	Yeast (dry active)
Sugar (granulated, brown, powdered)		
Vinegar		



# SHELF LIFE of FOODS

Room temp is about 70°, refrigerator temps are between 37°– 40°, and freezer temp is 0°

Food	Room Temp	Fridge	Freezer	Comments
<b>Breads</b>				
Breads, fresh	3–5 days	Stales	3 mos.	Wrap well; thaw at room temperature. If frozen, may not rise well.
Breads & rolls, unbaked dough		1–2 days	2 mos.	
Pancakes & waffles		2 days	1–2 mos.	Wrap individually in wax paper. Reheat without thawing. Wrap well.
Tortillas		1 wk.	3 mos.	
<b>Cookies</b>				
Cookies, baked	3–5 days		4–6 mos.	Store in airtight container. If frozen, thaw in refrigerator.
Cookies, unbaked		2–3 days	6 mos.	
<b>Pies</b>				
Fruit, baked		1–2 days	1 yr.	Wrap well; thaw at room temperature. Cut vents in top crust and freeze. Prick crusts, freeze in freezer bags.
Fruit, unbaked			8 mos.	
Shells, unbaked		1 day	2 mos.	
<b>Dairy</b>				
Butter		1–3 mos.	6–9 mos.	Wrap over original packaging. Tends to crumble if frozen.
Cheese, hard, opened		3–4 wks.		
unopened		6 mos.	6 mos.	If frozen, best used in cooking. Doesn't freeze well.
Cottage cheese		1 wk.		
Cream cheese		2 wks.		Doesn't freeze well.
Ice cream & sorbet			1–2 mos.	Wrap well to prevent ice crystals.
Margarine		4–5 mos.	1 yr.	Wrap well over original packaging.
Milk		7 days	1 mo.	If freezing, allow for expansion.
Sour cream		7–21 days		Doesn't freeze well.
<b>Fruits</b>				
Fruit, canned				Check expiration date. Store in airtight container. Discard if bulged or dented.
opened		2–3 days	1–2 mos.	
unopened	1–2 yrs.			
Apples		3–5 mos.		Can freeze in peel for bread baking. Freeze on cookie sheet, then bag.
Bananas	2– 5 days		8–12 mos.	
Berries		2–3 days	10–12 mos.	
Oranges	3–4 days	5–6 wks.		Ripen at room temperature.
Peaches & pears		2–3 days		
<b>Meat</b>				
Ground beef & turkey		1–2 days	3–4 mos.	If freezing, wrap in plastic wrap and foil or in freezer paper.
Steak		3–5 days	6–12 mos.	Wrap individual pieces tightly.
Roasts		3–5 days	4–12 mos.	Wrap individual pieces tightly.
Chicken		1–2 days	1 yr.	Freeze in original packaging.

# SHELF LIFE of FOODS



Food	Room Temp	Fridge	Freezer	Comments
<b>Fish</b>				
Lean fish (cod, flounder)		1–2 days	6 mos.	Dip in water, wrap tightly, and freeze.
Fatty fish (salmon)		1–2 days	2–3 mos.	Dip in water, wrap tightly, and freeze.
Cooked fish		3–4 days	4–6 mos.	
<b>Vegetables</b>				
Vegetable, canned				Check expiration date.
open		3 days		Store in airtight container.
unopened	1–2 yrs.			Discard if bulged or dented.
frozen			1 yr.	Store in original packaging.
Beets & carrots		2 wks.	8–12 mos.	
Beans & peas		3–6 days	8–12 mos.	
Bell peppers		1–2 wks.	3–4 mos.	Freeze raw, cut, or sliced.
Cauliflower		1 wk.	8–12 mos.	
Celery		1 wk.	8–12 mos.	
Corn		3–4 days	8–12 mos.	Best to use immediately.
Lettuce & greens		1 wk.		Do not freeze.
Mushrooms		1–2 days	8–12 mos.	Sauté, then freeze.
Tomatoes			3–4 mos.	Cut into wedges; freeze.
<b>Pantry Items</b>				
Baking powder				
opened	6 mos.			Keep dry and covered.
unopened	18 mos.			
Baking soda				
opened	6 mos.			Keep dry and covered.
unopened	2 yrs.			
Bouillon cubes		2 yrs.		Keep dry and covered.
Brownie mix	9–12 mos.			
Cake mix	9–12 mos.			
Cereals, dry	6–12 mos.			Refold packaging liner tightly.
Coffee				
can, opened	2 mos.			
can, unopened	1 yr.			
instant, unopened	6 mos.			
roasted beans	1–2 wks.			
Flour, white	6–8 mos.		1 yr.	
Ketchup & hot sauce				
opened	1 mo.			Refrigerate for longer storage.
unopened	1 yr.			
Mayonnaise				
opened		2–3 mos.		Store in refrigerator.
unopened	4 mos.			
Sugar, granulated	2 yrs.			Store in airtight container.
brown	4 mos.			Store in airtight container.

For canned and packaged products, it's best to check manufacturer's expiration date.



# HERBS & SPICES

**Dried vs. Fresh:** While dried herbs are convenient, they don't generally have the same purity of flavor as fresh herbs. Ensure dried herbs are still fresh by checking that they are green and not faded. Crush a few leaves to see if the aroma is still strong. Always store dried herbs in an airtight container away from light and heat. **Use 3 times more fresh herbs if substituting for dried.**

- Basil** Sweet, warm flavor with an aromatic odor. Use whole or ground. Good with lamb, fish, roasts, stews, beef, vegetables, dressings, and omelets.
- Bay Leaves** Pungent flavor. Use whole leaf, but remove before serving. Good in vegetable dishes, seafood, stews, and pickles.
- Caraway** Spicy flavor and aromatic smell. Use in cakes, breads, soups, cheese, and sauerkraut.
- Celery Seed** Strong flavor which resembles the vegetable. Use sparingly in pickles and chutney, meat and fish dishes, salads, breads, marinades, dressings, and dips.
- Chili Powder** Strong, hot flavor. Use in beef, chili, pork, shellfish, cocktail sauce, marinades, Spanish rice, carrots, corn, and cream soups.
- Chives** Sweet, mild flavor like that of onion. Excellent in salads, fish, soups, and potatoes.
- Cilantro** Use fresh. Excellent in salads, fish, chicken, rice, beans, and Mexican dishes.
- Cinnamon** Sweet, pungent flavor. Widely used in many chocolate dishes, sweet baked goods, cheesecakes, pickles, chutney, and hot drinks.
- Clove** Use whole or in a ground form, but sparingly due to extremely strong flavor. Excellent in Indian and Mexican cuisine and often paired with cumin, cinnamon, and nutmeg in spice cookies and cakes.
- Coriander** Mild, sweet, orangy flavor, available whole or ground. Common in curry powders and pickling spices and also used in chutney, casseroles, meat dishes, Greek-style dishes, apple pies, and baked goods.
- Curry Powder** A combination of spices in the proper proportions that give a distinct flavor to meat, poultry, fish, and vegetables.
- Dill** Both seeds and leaves are flavorful. Leaves may be used as a garnish or cooked with fish, soups, dressings, potatoes, and beans. Leaves or the whole plant may be used to flavor pickles.
- Fennel** Sweet, hot flavor. Both seeds and leaves are used. Use in small quantities in pies and baked goods. Leaves can be boiled with fish.

# HERBS & SPICES



- Ginger** A pungent root, this aromatic spice is sold fresh, dried, or ground. Use in pickles, preserves, cakes, cookies, soups, and meat dishes.
- Horseradish** A hot, pungent root often used with roast beef, fish, oysters, and in sauces.
- Marjoram** May be used both dried or green. Use to flavor fish, poultry, omelets, lamb, stews, stuffing, and tomato juice.
- Mint** Aromatic with a cool flavor. Excellent in beverages, fish, lamb, cheese, soups, peas, carrots, and fruit desserts.
- Mustard** Adds heat and a piquant flavor to dressings, marinades, sauces, and entrées. Seeds are often used in pickling spices.
- Nutmeg** Whole or ground. Use in chicken and cream soups, fish cakes, cheese dishes, and with chicken and veal. Excellent in pies, cakes, custards, and milk puddings.
- Oregano** Strong, aromatic odor. Use whole or ground in tomato juice, fish, eggs, pizza, omelets, chili, stews, gravies, poultry, and vegetables.
- Paprika** A bright red pepper, this spice is used in meat, vegetables, and soups or as a garnish for potatoes, salads, or eggs.
- Parsley** Best when used fresh and can be used as a garnish. Use to season fish, omelets, soups, meat, stuffing, and mixed greens.
- Poppy Seed** Slightly nutty aroma and flavor. Used to flavor breads, cakes, rolls, cookies, fruit salads, and dressings.
- Rosemary** Very aromatic. Can be used fresh or dried. Season fish, stuffing, beef, lamb, poultry, onions, eggs, breads, and potatoes. Great in dressings.
- Saffron** Aromatic, slightly bitter flavor. Only a pinch needed to flavor and color dishes such as bouillabaisse, chicken soup, rice, paella, fish sauces, buns, and cakes. Very expensive, so when a touch of color is needed, use turmeric instead; however the flavor will not be the same.
- Sage** Use fresh or dried. The flowers are sometimes used in salads. May be used in tomato juice, fish, omelets, beef, poultry, stuffing, cheese spreads, and breads.
- Tarragon** Leaves have a pungent, hot flavor. Use to flavor sauces, salads, fish, poultry, tomatoes, eggs, green beans, carrots, and dressings.
- Thyme** Sprinkle leaves on fish or poultry before broiling or baking. Throw a few sprigs directly on coals shortly before meat is finished grilling.
- Turmeric** Aromatic, slightly bitter flavor. Use in lamb, chutney, legumes, zucchini, and rice.



# BARBECUE & GRILLING TIPS

## Getting Started

- Start with a clean grill. To clean after using, close the lid and keep burning for 5–10 minutes to burn away any leftover food. Scrub off residue with a grill brush.
- Before starting the grill, coat the grill grate with vegetable oil to keep food from sticking.
- Use aromatic wood chips (mesquite, hickory, or fruitwood) on the fire to create extra flavor.
- Judge the grill temperature by holding the palm of your hand near the grill and counting until your palm feels hot: 5 seconds = Medium, 3–4 seconds = Medium Hot, 2 seconds = Hot.
- Keep a spray bottle filled with water nearby to extinguish flare-ups.
- Disposable aluminum pans or crimped heavy-duty aluminum foil are great for catching juices and bastes.
- Be sure to wash everything (plates, platters, utensils, etc.) after contact with raw meat to avoid contamination.
- Never place grilled meat on the same platter that held raw meat. Use a clean plate.
- Never save or reuse a marinade.

## Flavorings

- Dry rubs provide quick flavor that is rubbed or sprinkled on food before cooking.
- Bottled or homemade vinegarettes are an easy marinade for chicken.
- Wood plank cooking captures the smoky essence of wood and is a great way to prepare salmon, beef, and pork.
- Fill a spray bottle with fruit juice to make a simple citrus spray for basting.

## Beef or Pork

- Marinating beef or pork will add flavor, as well as tenderize cheaper cuts of meat.
- Meat will cook faster if brought to room temperature (70° F) before grilling.
- Trim excess fat from meat to avoid flare-ups.
- Allow meat to rest for 3–20 minutes before carving (3 minutes for smaller cuts like petite steaks; longer for larger and thicker cuts of meat, such as loins and roasts).

## Chicken

- Grill smaller poultry parts directly over a single layer of coals, turning about every 5 minutes.
- Grill whole birds using indirect low heat in a covered grill.
- Cook until juices run clear and the meat reaches the proper internal temperature.
- Remove skin, if desired, only after cooking is completed; the skin helps contain moisture and keeps the meat tender.

## Fish

- Fish will change from a translucent color to opaque as it cooks.
- Cook fish 10 minutes for every inch of thickness.
- Keep fish in the fridge until grilling time; fish overcooks easily, so grilling it cold slows the process.
- To keep fish from falling apart on the grill, turn it only once.

## Vegetables

- Skewer vegetables to prevent falling through the grate or cut lengthwise for more surface area.
- When grilling several different veggies, begin with firmer ones that take longer to cook (potatoes before peppers, then mushrooms, etc.).

# MEAT DONENESS GUIDELINES



- Preparing meat at the appropriate temperature ensures even cooking and safe consumption. Medium is the usual recommendation.
- Test the thermometer before you begin by using a pot of boiling water. It should read around 212°. This ensures the thermometer is reading correctly.
- Insert the thermometer about halfway into the thickest part of the meat, or up to 2 inches in roasts, without touching any bones (to avoid false readings). Hold in position and wait 6–10 seconds for an accurate reading.
- For thinner pieces of food, such as fish fillets, insert the thermometer sideways and in more than one place to ensure an accurate reading.

Description	Temp	Comments
<b>Ground Meat &amp; Mixtures</b>		
Turkey, Chicken	165°	Juices run clear; no blood.
Veal, Beef, Pork, Lamb	160°	There should be no pink.
<b>Beef</b>		
Medium–Rare	145°	The FDA states that beef below 145° is unsafe to eat.
Medium	160°	
Well–Done	170°	
<b>Pork</b>		
Chops, Tenderloin (Medium)	145°	Slightly pink in center; don't overcook.
Roasts	145°	Whole muscle cuts rest for 3 minutes.*
<b>Lamb</b>		
Leg, Roast (Medium–Rare)	145°	Do not cut into a leg or roast to check doneness. Use a meat thermometer. Allow to rest for 3–20 minutes.*
Leg, Roast (Medium)	160°	
Leg, Roast (Well–Done)	170°	
<b>Poultry</b>		
Chicken, Whole	165°	Juices run clear when meat is pierced; no blood.
Turkey, Whole	165°	
Poultry Breasts, Roasted	165°	
Poultry Thighs & Wings	165°	
Duck & Goose	165°	
<b>Seafood</b>		
Fin Fish		Cook until opaque and flakes easily.
Shrimp, Crab, Lobster		Shell should turn red; flesh opaque.
Scallops		Flesh should turn white or opaque.
Clams, Oysters, Mussels		Cook until shells open. Discard any that do not open.

**\*Some meat benefits from rest (being allowed to sit covered with foil after removing from the oven or other heat sources). Roasts should rest 3–20 minutes depending on size and thickness. Keep in mind, as the meat rests, its internal temperature typically rises 5–10 degrees.**



# VEGETABLES & FRUITS

## Cooking Time Table

Vegetable	Cooking Method	Time (for 1 lb. of vegetables)
artichokes, whole	boiled	25–40 min.
	steamed	30–60 min.
asparagus tips	boiled	5–12 min.
beans, lima	boiled	20–30 min.
	steamed	25–30 min.
beans, green	boiled	10–20 min.
	steamed	25–30 min.
beets, large	boiled	1–2 hours
beets, small	boiled	30–60 min.
	steamed	40–60 min.
	baked	1 hour at 350°
broccoli, flowerets	boiled	4–5 min.
broccoli, stems	boiled	10–15 min.
brussel sprouts	boiled	5–10 min.
cabbage, chopped	boiled	10–20 min.
	steamed	25 min.
carrots, cut across	boiled	8–10 min.
	steamed	10–20 min.
cauliflower, flowerets	boiled	8–10 min.
cauliflower, stem down	boiled	10–15 min.
corn, cut	boiled	3–4 min.
	steamed	4–6 min.
	stir-fry	3–4 min.
corn, on cob	boiled	8–10 min.
	steamed	10–15 min.
eggplant, whole	boiled	10–15 min.
	steamed	15–30 min.
	baked	30 min. at 400°
parsnips	boiled	5–10 min.
	steamed	8–10 min.
	baked	30 min. at 325°
peas, green	boiled or steamed	3–12 min.
potatoes, whole	boiled	20–40 min.
	steamed	1 hour
	baked	45–60 min. at 350°
pumpkin or squash	boiled	20–40 min.
	steamed	45 min.
	baked	1 hour at 375°
tomatoes	boiled	5–15 min.
turnips, whole	boiled	25–40 min.

## Drying Time Table

Fruit	Sugar or Honey	Cooking Time
apricots	1/4 c. for each cup of fruit	about 40 min.
figs	1 T. for each cup of fruit	about 30 min.
peaches	1/4 c. for each cup of fruit	about 45 min.
prunes	2 T. for each cup of fruit	about 45 min.

# VEGETABLES & FRUITS



## Buying Fresh Vegetables

**Artichokes:** Look for compact, tightly closed heads with green, clean-looking leaves. Avoid those with leaves that are brown or separated.

**Asparagus:** Stalks should be tender and firm; tips should be close and compact. Choose stalks with very little white. Use asparagus soon because it toughens quickly.

**Beans, Snap:** Those with small seeds inside the pods are best. Avoid dry-looking pods.

**Broccoli & Cauliflower:** Flowerets should be tight and close together.

**Brussel Sprouts:** Sprouts should be firm and compact. Avoid smudgy, spotted sprouts.

**Cabbage & Head Lettuce:** Choose heads that are heavy for their size. Avoid heads with worm holes, discoloration, or soft rot.

**Carrots:** Purchase thin, smooth carrots that are bright orange and without cracks.

**Cucumbers:** Choose cucumbers that are long and slender. The color may be dark or medium green; yellow ones are undesirable.

**Eggplant:** Select a firm, smooth-skinned plant heavy for its size that will give slightly to pressure. Avoid those with brown or soft spots.

**Mushrooms:** Choose mushrooms with closed caps; avoid black- or brown-colored gills.

**Peas & Lima Beans:** Select pods that are well-filled, but not bulging. Avoid dried, spotted, yellow, or limp pods.

**Sweet Corn:** Look for full, evenly formed kernels that are brightly colored and shiny. Avoid ears with any discolored kernels.

**Tomatoes:** If the stem end smells like the garden plant itself, it will be flavorful.

## Buying Fresh Fruits

**Apples:** Choose fruits that are firm. Do not select ones that are soft or dent with slight pressure. Keeps in the refrigerator for several weeks.

**Avocados:** Skin should be bumpy and dark green, almost black, and give to gentle pressure.

**Bananas:** Skin should be free of bruises and black or brown spots. Purchase slightly green and allow them to ripen at room temperature.

**Berries:** Select fragrant, plump, solid berries with good color. Damage is likely if containers are stained. Berries with caps are desirable, except for blackberries. Berries are considered immature if hulls are still attached.

**Grapes:** Select bunches firmly attached to pliable green stems. Avoid soft or wrinkled grapes or bunches with dry, brittle stems.

**Kiwis:** Buy firm and plump, but not hard. They are ripe when they yield to slight pressure.

**Melons:** In cantaloupes, thick, close netting on the rind indicates quality. Cantaloupes are ripe when the stem scar is smooth and the space between the netting is yellow or yellow-green. They are best when fully ripe with fruity odor.

Honeydew are ripe when rinds have creamy to yellowish color and velvety texture. Immaturity is indicated by a whitish-green colored rind.

Ripe watermelons have some yellow color on one side. If melons are white or pale green on one side, they are not ripe.

**Oranges, Grapefruit & Lemons:** Choose those heavy for their size. Smoother, thinner skins usually indicate more juice. Most skin markings do not affect quality. Oranges with a slight greenish tinge may be just as ripe as fully-colored ones. Light or greenish-yellow lemons are more tart than deep yellow ones. Avoid citrus fruits that are withered or have soft areas.



# PASTA HINTS & TIPS

## General Tips

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- Uncooked egg pasta can be stored for 1 year; non-egg pasta for 2 years. Keep in a cool, dry place.
- When substituting pasta in recipes, use pasta with similar characteristics so it will cook in the same amount of time.
- Match the pasta to the sauce; flat pastas are best with smooth sauces, and pastas with nooks and crannies are best with chunky sauces.
- Most dried pasta doubles in volume when cooked.
- Place a wooden spoon across the top of the pot to prevent boiling over.
- If the pasta sauce seems dry, add some of the pasta water and mix.
- You can refrigerate cooked pasta in an airtight container for 3–5 days.

## Cooking Pasta

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- Use a large pot; using inadequately sized pots and insufficient amounts of water can cause the pasta to clump and cook unevenly. Use 4–6 quarts of water per pound of pasta.
- Add plenty of salt to the water (about 2 T. per pound of pasta).
- Never add oil to the water, as oil does not allow the sauce to stick well.
- Add pasta once the water comes to a full boil.
- Don't break long pasta to fit the pot – it's un-Italian!
- For evenly cooked pasta that does not stick, stir often while cooking.
- Different shapes and thickness of pasta make for different cooking times. Test after 4 minutes for doneness.
- Cook pasta *al dente*, which is slight resistance when bitten; not mushy, but not tough.
- Take care not to over-drain pasta; it needs moisture to combine with sauces.
- After draining, do not rinse pasta unless called for in the recipe.
- Pasta continues to cook and soften for a short time after being drained.
- Pasta to be used in a baked casserole should have  $\frac{1}{3}$  less boiling time since pasta will continue cooking in the oven.

## Pasta Equivalency

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For accuracy, measure by weight, not cup. One 1-lb. package of dry pasta should yield 4 servings.

1 cup dried pasta	2 $\frac{1}{2}$ c. cooked
1-inch diameter bunch of dry pasta	2 c. cooked
1 lb. dry macaroni	9 c. cooked
1 lb. of spaghetti or linguine	7 c. cooked

# BREAD BAKING HINTS



## General Baking Tips

- Kneading dough for 30 seconds after mixing helps to improve the texture of baking powder biscuits.
- Instead of shortening, use cooking or salad oil in waffles and hot cakes.
- Dip a spoon in hot water to measure butter or shortening; the fat will slip out easier.
- For better baking results, preheat your loaf pans, cookie sheet, or muffin tins.
- When bread is baking, a small dish of water in the oven will help keep the crust from getting too hard.
- When making yeast breads, all ingredients should be at room temperature before using.
- To make fine bread crumbs, process dried bread slices in a food processor.
- Bread should be removed from the pan and allowed to cool on a raised wire rack.

### Proportions of Liquid to Flour

Pour batter	1 c. liquid	1 c. flour
Drop batter	1 c. liquid	2–2 ½ c. flour
Soft dough	1 c. liquid	3–3 ½ c. flour
Stiff dough	1 c. liquid	4 c. flour

### Time & Temp Chart

Biscuits	10 – 15 min.	400° – 450°
Cornbread	25 – 30 min.	400° – 425°
Gingerbread	40 – 50 min.	350° – 370°
Loaf	50 – 60 min.	350° – 400°
Nut bread	50 – 75 min.	350°
Popovers	30 – 40 min.	425° – 450°
Rolls	20 – 30 min.	400° – 450°

## Leavening Agents

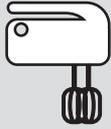
1. In simple flour mixtures, use 2 teaspoons baking powder to leaven 1 cup flour. Reduce this amount ½ teaspoon for each egg used.
2. To substitute baking powder, for each teaspoon of baking powder required, use ¼ teaspoon baking soda plus ½ teaspoon cream of tartar

### Proportions of Flour to Baking Powder

Biscuits	1 c. flour	1 ¼ tsp. baking powder
Cake	1 c. flour	1 tsp. baking powder
Muffins	1 c. flour	1 ½ tsp. baking powder
Popovers	1 c. flour	1 ¼ tsp. baking powder
Waffles	1 c. flour	1 ¼ tsp. baking powder

### Yeast Conversion Measurements

1 pkg. active dry yeast	=	2 ¼ tsp.
1 pkg. active dry yeast	=	¼ oz.
4-oz. jar active dry yeast	=	14 T.



# BAKING DESSERTS

## For Rolled Cookies

Cookie dough that must be rolled is easier to handle if it has been refrigerated for 30 minutes or longer, as this keeps dough from sticking. Otherwise, soft dough may require more flour; however, too much flour can make cookies hard and brittle. Work with only as much dough as can be easily managed on a floured board. Flour the rolling pin slightly and roll lightly to the desired thickness. Cut shapes close together and add trimmings to remaining dough to be rolled. Place pans or sheets in upper third of oven. Watch cookies carefully while baking to avoid burnt edges. When sprinkling sugar on cookies, put sugar into a salt shaker to save time.

### Perfect Pies

- A pie crust will be easier to prepare and roll if all the ingredients are cool.
- The lower crust should be placed in the pan so that it covers the surface smoothly. Air pockets from beneath the surface will push the crust out of shape while baking.
- Folding the top crust over the lower crust before crimping will keep juices in the pie.
- When making cream pie, sprinkle the crust with powdered sugar to prevent it from becoming soggy.
- When making custard pie, bake at a high temperature for about 10 minutes to prevent a soggy crust. Then finish baking at a lower temperature.

### Perfect Cakes

- Fill cake pans about two-thirds full and spread batter well into corners and to the sides, leaving a slight hollow in the center.
- The cake is done when it shrinks from the sides of the pan or if it springs back when touched lightly with the finger.
- After a cake comes out of the oven, it should be placed on a rack for about five minutes. Then loosen the sides and turn the cake onto a wire rack to finish cooling.
- Cakes should not be frosted until they become thoroughly cool.
- To keep icing from slipping, sprinkle the cake with powdered sugar before frosting.

## Time & Temperature Chart

Food	Time	Temperature
Butter cake, loaf	40 – 60 min.	360° – 400°
Butter cake, layer	20 – 40 min.	380° – 400°
Cake, angel	50 – 60 min.	300° – 360°
Cake, sponge	40 – 60 min.	300° – 350°
Cake, fruit	3 – 4 hrs.	275° – 325°
Cookies, thin	10 – 12 min.	380° – 390°
Cookies, molasses	18 – 20 min.	350° – 375°
Cream puffs	45 – 60 min.	300° – 350°
Meringue	40 – 60 min.	250° – 300°
Pie crust	20 – 40 min.	400° – 500°

# CANDY TIPS & TEMPERATURES



## General Tips

- Always use the recommended pan size.
- Measure all ingredients before beginning so everything is within reach.
- Use only the indicated ingredients; each has a specific purpose.
- Do not double batches. Increasing ingredients changes cooking time.
- Only stir as indicated so proper crystallization can occur.
- Use only wooden spoons. Metal becomes too hot, and plastic will melt.

## Temperatures

Though a thermometer can be important for proper temperature, a glass of cold water can help you judge if a certain “stage” has been reached. If the candy does not perform correctly, continue cooking to achieve the desired result. See below.

<b>Thread Stage</b> Binding agent for fruit pastes	223° – 234°	A spoonful of sugar drizzled over a plate forms a fine, thin thread.
<b>Soft – Ball Stage</b> Fudge, Fondant, Creams	234° – 240°	When a small amount of sugar syrup is dropped into cold water, it forms a ball that does not hold shape when squeezed between fingers.
<b>Firm – Ball Stage</b> Caramels & Divinity	244° – 248°	When a small amount of sugar syrup is dropped into cold water, a ball forms that holds its shape, though still sticky, when squeezed between fingers.
<b>Hard – Ball Stage</b> Taffy & Marshmallows	250° – 266°	When a small amount of sugar syrup is dropped into cold water, it forms a ball that holds its shape and is pliable.
<b>Soft – Crack Stage</b> Butterscotch & Toffee	270° – 290°	When a small amount of sugar syrup is dropped into cold water, the ball stretches and separates into hard, but not brittle, threads.
<b>Hard – Crack Stage</b> Peanut Brittle	300° – 310°	When a small amount of sugar syrup is dropped into cold water, the ball will solidify and separate into brittle threads.
<b>Light Caramel Stage</b> Glazes & Coating Agents	Up to 350°	When poured onto a white plate, syrup will be a golden amber color.



# MEASUREMENTS & SUBSTITUTIONS

## C° to F° Conversion

120° C	.....	250° F
140° C	.....	275° F
150° C	.....	300° F
160° C	.....	325° F
180° C	.....	350° F
190° C	.....	375° F
200° C	.....	400° F
220° C	.....	425° F
230° C	.....	450° F

Temperature conversions are estimates.

## Measurements

a pinch	1/8 teaspoon or less
3 teaspoons	1 tablespoon
4 tablespoons	1/4 cup
8 tablespoons	1/2 cup
12 tablespoons	3/4 cup
16 tablespoons	1 cup
2 cups	1 pint
4 cups	1 quart
4 quarts	1 gallon
8 quarts	1 peck
4 pecks	1 bushel
16 ounces	1 pound
32 ounces	1 quart
1 ounce liquid	2 tablespoons
8 ounces liquid	1 cup

Use standard measuring spoons and cups. All measurements are level.

## Substitutions

Ingredient	Quantity	Substitute
baking powder	..... 1 teaspoon	..... 1/4 tsp. baking soda plus 1/2 tsp. cream of tartar
chocolate	..... 1 square (1 oz.)	..... 3 or 4 T. cocoa plus 1 T. butter
cornstarch	..... 1 tablespoon	..... 2 T. flour or 2 tsp. quick-cooking tapioca
cracker crumbs	..... 3/4 cup	..... 1 c. bread crumbs
dates	..... 1 lb.	..... 1 1/2 c. dates, pitted and cut
dry mustard	..... 1 teaspoon	..... 1 T. prepared mustard
flour, self-rising	..... 1 cup	..... 1 c. all-purpose flour, 1/2 tsp. salt, and 1 tsp. baking powder
herbs, fresh	..... 1 tablespoon	..... 1 tsp. dried herbs
ketchup or chili sauce	..... 1 cup	..... 1 c. tomato sauce plus 1/2 c. sugar and 2 T. vinegar (for use in cooking)
milk, sour	..... 1 cup	..... 1 T. lemon juice or vinegar plus sweet milk to make 1 c. (let stand 5 minutes)
milk, whole	..... 1 cup	..... 1/2 c. evaporated milk plus 1/2 c. water
mini marshmallows	..... 10	..... 1 lg. marshmallow
onion, fresh	..... 1 small	..... 1 T. instant minced onion, rehydrated
sugar, brown	..... 1/2 cup	..... 2 T. molasses in 1/2 c. granulated sugar
sugar, powdered	..... 1 cup	..... 1 c. granulated sugar plus 1 tsp. cornstarch
tomato juice	..... 1 cup	..... 1/2 c. tomato sauce plus 1/2 c. water

Brown and white sugars usually may be used interchangeably.

# COOKING OILS & FATS



## Smoke Points

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Certain oils perform better at specific temperatures and for different cooking situations. For example, while some oils have unique flavors best experienced with medium heat, others perform better for high-heat cooking. Smoke point temperatures indicate the highest heat the oil can withstand before it begins to smoke. If an oil reaches its smoke point, it produces an undesirable burnt taste and ruins the food. When using butter for frying, add cooking oil to help prevent the butter from burning.

## General Guidelines

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- When choosing an oil for deep-frying, make sure its smoke point is above the frying temperature. For example, if a recipe's frying temperature is 375°; use peanut, safflower, or canola oil, which all have smoke points above 400°. Unrefined oils should not be used since the smoke points are generally below 350°.
- When broiling, grilling, or roasting, brush meat with your favorite oil to help brown the meat and seal in juices.
- Olive and nut oils are flavorful choices for marinades, salads dressings, or sautéing vegetables. Also consider flavored oils infused with another flavor. Typically, these are fruits, herbs, and spices. Popular flavors are basil, chile, garlic, lemon, oregano, and rosemary.
- Butter or margarine for baking? Although both are acceptable, they have different characteristics. Margarine is less expensive than butter and easier to handle. Butter has a delicious flavor and should be used when baking for a more pronounced buttery taste (shortbread, pound cakes, etc.).
- In most baking situations, up to 25% less fat can be used when baking with oil. For example, if a recipe calls for 1 cup butter, use  $\frac{3}{4}$  cup oil. Light olive oil has a subtle flavor ideal for baking.
- Most oil and shortening can be stored at room temperature. Butter and margarine should be refrigerated and can be frozen for longer storage. It's best to check expiration dates.

## Types of Fats

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**Monounsaturated Fat:** Linked with cholesterol regulation and promoting healthy cardiovascular function, these include olive, canola, avocado, and sunflower oils, which are considered good fats.

**Polyunsaturated Fat:** These fats strengthen cell structure and reduce the risk for heart attack and stroke. They include the Omega-3 and Omega-6 fatty acids. Flaxseed, fish, soy, and corn oils are polyunsaturated fats.

**Saturated Fat:** These are divided into two groups: animal-based (lard) and plant-based (coconut and palm oils). Saturated fats raise total blood cholesterol and LDL cholesterol (the bad cholesterol).

**Trans-Fatty Acids:** These fats, such as margarine and shortening, undergo the process of hydrogenation, which makes the substance solid and more stable. The result is a fat that is difficult for the body to break down, raising LDL cholesterol (bad cholesterol) and lowering HDL cholesterol (good cholesterol). Check package labels as some margarines are made with no trans-fats.



# EQUIVALENCY CHART

Food	Quantity	Yield
apple	1 medium	1 cup
banana, mashed	1 medium	1/3 cup
bread	1 1/2 slices	1 cup soft crumbs
bread	1 slice	1/4 cup fine, dry crumbs
butter	1 stick or 1/4 pound	1/2 cup
cheese, American, cubed	1 pound	2 2/3 cups
cheese, American, grated	1 pound	5 cups
cream cheese	3-ounce package	6 2/3 tablespoons
chocolate, bitter	1 square	1 ounce
cocoa	1 pound	4 cups
coconut	1 1/2 pound package	2 2/3 cups
coffee, ground	1 pound	5 cups
cornmeal	1 pound	3 cups
cornstarch	1 pound	3 cups
crackers, graham	14 squares	1 cup fine crumbs
crackers, saltine	28 crackers	1 cup fine crumbs
egg, whole	4-5	1 cup
egg, whites	8-10	1 cup
egg, yolks	10-12	1 cup
evaporated milk	1 cup	3 cups whipped
flour, cake, sifted	1 pound	4 1/2 cups
flour, rye	1 pound	5 cups
flour, white, sifted	1 pound	4 cups
flour, white, unsifted	1 pound	3 3/4 cups
gelatin, flavored	3 1/4 ounces	1/2 cup
gelatin, unflavored	1/4 ounce	1 tablespoon
lemon	1 medium	3 tablespoons juice
marshmallows	16	1/4 pound
noodles, cooked	8-ounce package	7 cups
noodles, uncooked	4 ounces (1 1/2 cups)	2-3 cups cooked
macaroni, cooked	8-ounce package	6 cups
macaroni, uncooked	4 ounces (1 1/4 cups)	2 1/4 cups cooked
spaghetti, uncooked	7 ounces	4 cups cooked
nuts, chopped	1/4 pound	1 cup
nuts, almonds	1 pound	3 1/2 cups
nuts, walnuts, broken	1 pound	3 cups
nuts, walnuts, unshelled	1 pound	1 1/2 to 1 3/4 cups
onion	1 medium	1/2 cup
orange	3-4 medium	1 cup juice
raisins	1 pound	3 1/2 cups
rice, brown	1 cup	4 cups cooked
rice, converted	1 cup	3 1/2 cups cooked
rice, regular	1 cup	3 cups cooked
rice, wild	1 cup	4 cups cooked
sugar, brown	1 pound	2 1/2 cups
sugar, powdered	1 pound	3 1/2 cups
sugar, granulated	1 pound	2 cups
vanilla wafers	22	1 cup fine crumbs
zwieback, crumbled	4	1 cup

# FOOD QUANTITIES



## For Large Servings

	25 Servings	50 Servings	100 Servings
<b>Beverages:</b>			
coffee or tea .....	1 1/2 gallons	3 gallons	6 gallons
lemonade .....	1 1/2 gallons	3 gallons	6 gallons
<b>Desserts:</b>			
layered cake .....	1 12"-cake	3 10"-cakes	6 10"-cakes
cake, 13" x 9" .....	2 cakes	3-4 cakes	7 cakes
watermelon .....	37 1/2 pounds	75 pounds	150 pounds
whipping cream .....	1-2 pint	2-3 pints	1-2 quart
pie, 9-inch .....	4 pies	6-8 pies	12-15 pies
ice cream .....	1 gallon	2 gallons	4-5 gallons
<b>Meat, Poultry, or Fish:</b>			
fish, whole .....	13 pounds	25 pounds	50 pounds
fish, fillets or steak .....	7 1/2 pounds	15 pounds	30 pounds
ground beef .....	9 pounds	18 pounds	35 pounds
turkey or chicken .....	13 pounds	25-35 pounds	50-75 pounds
hot dogs .....	6 1/2 pounds	13 pounds	25 pounds
<b>Salads or Sides:</b>			
baked beans .....	3 quarts	1 1/4 gallons	2 1/2 gallons
coleslaw .....	3 quarts	1 1/4 gallons	2 1/2 gallons
potato salad .....	4 1/4 quarts	2 1/4 gallons	4 1/2 gallons
scalloped potatoes .....	4 1/2 quarts or 1 12" x 20"-pan	9 quarts or 2 1/4 gallons	18 quarts 4 1/2 gallons
potato chips .....	1 1/2 pounds	3 pounds	6 pounds
gravy .....	1-2 quart	3-4 quarts	1-2 gallons
<b>Sandwiches:</b>			
bread .....	50 slices or 3 1-pound loaves	100 slices or 6 1-pound loaves	200 slices or 12 1-pound loaves
butter .....	1/2 pound	1 pound	2 pounds
lettuce .....	1 1/2 heads	3 heads	6 heads
mayonnaise .....	1 cup	2 cups	4 cups
meat, cold cuts .....	4 pounds	9 pounds	18 pounds
cheese, sliced .....	1 1/2 pounds	3 pounds	6 pounds
mixed filling:			
meat, eggs, fish .....	1 1/2 quarts	3 quarts	6 quarts
jam, jelly .....	1 quart	2 quarts	4 quarts

Serving sizes depend on the type of crowd (children, adults, or mixed), type of meal served, and how many food items are being offered.



## QUICK FIXES

Practically everyone has experienced that dreadful moment in the kitchen when a recipe failed and dinner guests have arrived. These handy tips can save the day!

**Acidic foods** – If a tomato-based sauce becomes too acidic, add baking soda one teaspoon at a time. Use sugar as a sweeter alternative.

**Burnt food on pots and pans** – Allow the pan to cool on its own. Remove as much of the food as possible. Fill with hot water and add a capful of liquid fabric softener to the pot; let it stand for a few hours. You'll have an easier time removing the burnt food.

**Chocolate seizes** – Chocolate can seize (turn coarse and grainy) when it comes into contact with water. Place seized chocolate in a metal bowl over a large saucepan with an inch of simmering water in it. Over medium heat, slowly whisk in warm heavy cream. Use  $\frac{1}{4}$  cup cream to 4 ounces of chocolate. The chocolate will melt and become smooth.

**Forgot to thaw whipped topping** – Thaw in microwave for 1 minute on the defrost setting. Stir to blend well. Do not over thaw!

**Hands smell like garlic or onion** – Rinse hands under cold water while rubbing them with a large stainless steel spoon.

**Lumpy gravy or sauce** – Use a blender, food processor, or simply strain.

**Hard brown sugar** – Place in a paper bag and microwave for a few seconds or place hard chunks in a food processor.

**No tomato juice** – Mix  $\frac{1}{2}$  cup ketchup with  $\frac{1}{2}$  cup water.

**Out of honey** – Substitute  $1\frac{1}{4}$  cups sugar dissolved in 1 cup water.

**Overcooked sweet potatoes or carrots** – Softened sweet potatoes and carrots make a wonderful soufflé with the addition of eggs and sugar. Consult your favorite cookbook for a good soufflé recipe. Overcooked sweet potatoes can also be used as pie filling.

**Sandwich bread is stale** – Toast or microwave bread briefly. Otherwise, turn it into bread crumbs. Bread exposed to light and heat will spoil faster so consider using a bread box.

**Soup, sauce, or gravy too thin** – Add 1 tablespoon of flour to hot soup, sauce, or gravy. Whisk well (to avoid lumps) while the mixture is boiling. Repeat if necessary.

**Sticky rice** – Rinse rice with warm water.

**Stew or soup is greasy** – Refrigerate and remove grease once it congeals. Another trick is to lay cold lettuce leaves over the hot stew for about 10 seconds and then remove. Repeat as necessary.

**Too salty** – Add a small amount of sugar or vinegar. In soups or sauces, add a raw peeled potato.

**Too sweet** – Add a little vinegar or lemon juice.

# MICROWAVE HINTS



- Soften hard ice cream by microwaving at 30% power. One pint will take 15–30 seconds; one quart takes 30–45 seconds; one-half gallon takes 45–60 seconds.
- One stick of butter or margarine will soften in 40 seconds when microwaved at 50% power.
- Soften one 8-ounce package of cream cheese by microwaving at 30% power for 2–2½ minutes. One 3-ounce package of cream cheese will soften in 1½–2 minutes.
- A carton of whipped topping will thaw in 1 minute on the defrost setting. Whipped topping should be slightly firm in the center, but will blend when stirred. Do not over thaw!
- To scald milk, cook 1 cup for 2–2½ minutes, stirring once each minute.
- Melt half of a 7-ounce jar of marshmallow creme by microwaving on high for 35–40 seconds.
- If Jell-O® has set up too hard, heat on low power for a very short time.
- To soften hardened brown sugar, place package in the microwave with 1 cup hot water. Microwave on high for 1½–2 minutes for ½ pound or 2–3 minutes for 1 pound.
- Warm pancake syrup by heating on high in serving container for 1 minute.
- To restore crystallized honey, heat in a glass jar covered with plastic wrap on high for 30–45 seconds. Repeat if necessary.
- To toast coconut, spread ½ cup coconut on a plate and cook for 3–4 minutes, stirring every 30 seconds after 2 minutes. Keep a close watch because it quickly browns.
- To melt chocolate, place ½ pound in a glass bowl or measuring cup. Melt uncovered at 50% power for 3–4 minutes; stir after 2 minutes.
- Plump dried fruits by microwaving 1 cup of water for 1–2 minutes or until boiling. Add ½ cup dried fruit and let stand for 5–10 minutes.
- To get more juice out of lemons, microwave on high for 30 seconds. Roll on the counter, slice, and juice.
- A crusty coating of chopped walnuts surrounding many microwave-cooked cakes and quick breads enhances the looks and eating quality. Sprinkle a layer of medium, finely chopped walnuts evenly onto the bottom and sides of a microwavable ring pan or bundt cake pan. Pour in batter and microwave as recipe directs.
- Crisp stale potato chips, crackers, cookies, or cereal by putting a plateful in the microwave for 30–45 seconds.
- To make dry bread crumbs, cut 6 slices of bread into ½ inch cubes. Microwave in 3-quart casserole 6–7 minutes or until dry, stirring after 3 minutes. Crush in blender.



# COOKING TERMS

**Al denté:** Used to describe pasta or other food that is cooked only until it offers slight resistance when bitten.

**Au gratin:** Topped with crumbs and/or cheese and browned in an oven.

**Au jus:** Served in its own juices.

**Baste:** To moisten foods during cooking with pan drippings or special sauce in order to add flavor and prevent drying.

**Bisque:** A thick cream soup.

**Blanch:** To immerse in rapidly boiling water and allow to cook slightly.

**Broil:** To cook using direct heat, usually under the top heating element in an oven.

**Butterfly:** To cut down the center, almost splitting completely through to create the butterfly shape with the two halves.

**Caramelize:** To heat sugar until it liquifies and becomes a syrup, colored from golden to dark brown.

**Cream:** To soften a fat, especially butter, by beating it at room temperature. Butter and sugar are often creamed together, making a smooth, soft paste.

**Crimp:** To seal the edges of a two-crust pie either by pinching them at intervals with the fingers or by pressing them together with the tines of a fork.

**Crudites:** An assortment of raw vegetables (e.g., carrots, broccoli, celery, mushrooms) that is served as an hors d'oeuvre, often accompanied by a dip.

**Cure:** To treat food (usually meat, fish, or cheese) in order to preserve it by smoking, pickling, or salting.

**Degrease:** To remove fat from the surface of stews, soups, or stocks. Usually cooled in the refrigerator to harden the fat for easy removal.

**Dollop:** A small glob of food such as whipped cream or sour cream.

**Dredge:** To coat lightly with flour, cornmeal, bread crumbs, etc.

**Egg wash:** Egg white or yolk mixed with milk or water and brushed over pastries or breads before baking to give them gloss and color.

**Entrée:** The main course.

**Fillet:** A boneless cut of meat or fish.

**Fold:** To incorporate a delicate substance, such as whipped cream or beaten egg whites, into another substance without releasing air bubbles. A spatula is used to gently bring part of the mixture from the bottom of the bowl to the top. The process is repeated, while slowly rotating the bowl, until the ingredients are thoroughly blended.

**Fricassee:** A dish of meat sautéed in butter and stewed in vegetables, often flavored with wine.

**Garnish:** A decorative edible accompaniment to finished dishes.

**Glaze:** To coat with sugar, a sugary syrup, or some other glossy substance that adds flavor.

**Infuse:** To immerse tea, herbs, or other flavoring ingredients into hot liquid to extract flavor.

**Julienne:** To cut or slice vegetables, fruits, or cheese into match-shaped strips.

# COOKING TERMS



**Leavener:** Ingredient, such as baking powder, baking soda, or yeast, that lightens texture and increases volume in baked goods.

**Marbling:** Flecks or thin streaks of fat running through meat enhancing its flavor, juiciness, and tenderness.

**Marinate:** To allow food to stand in a liquid in order to tenderize and add flavor.

**Meunière:** Dredging food, usually fish, in flour and sautéing in butter.

**Mince:** To chop food into very small pieces.

**Mull:** To flavor a beverage with spices, fruits, or sugar by heating it, as in ciders.

**Parboil:** To boil until partially cooked; to blanch. Usually final cooking in a seasoned sauce follows this procedure.

**Pare:** To remove the outermost skin of a fruit or vegetable.

**Poach:** To cook gently in hot liquid kept just below the boiling point.

**Purée:** To mash foods by hand (by rubbing through a sieve or food mill) or by using a blender or food processor until smooth.

**Reconstitute:** Returning a dehydrated food to its original state by adding liquid (usually water).

**Reduce:** Boiling a mixture until, by the process of evaporation, the flavor is intensified and the mixture is thickened.

**Sauté:** To cook and/or brown food in a small quantity of hot oil.

**Scald:** To heat just below boiling point, when tiny bubbles appear at the edge of the pan.

**Score:** To make shallow cuts in the surface of foods for decoration, to tenderize, to assist flavor absorption, or to help fat drain.

**Sear:** Subjecting meat to very high heat to brown it quickly and seal in meat's juices.

**Simmer:** To cook in liquid just below the boiling point. The surface of the liquid should be barely moving, broken from time to time by slowly rising bubbles.

**Skewer:** To pierce through small pieces of food, with long, thin, pointed rods made of wood or metal (to hold meat or vegetables together).

**Shuck:** To remove the shell from oysters or clams or to peel the husk from an ear of corn.

**Smoke point:** The temperature at which a heated fat emits smoke and odors that can adversely affect the flavor of foods.

**Steep:** To let food stand in hot liquid in order to extract or to enhance flavor, like tea in hot water or poached fruit in syrup.

**Sweat:** To tightly cover and cook foods, usually vegetables, in a small amount of fat as a means of softening, without browning.

**Tart:** A shallow-sided pastry with filling and no top crust.

**Toss:** To combine ingredients with a repeated lifting motion.

**Whip:** To beat rapidly to incorporate air and create expansion, as in heavy cream or egg whites.

**Zest:** Aromatic outermost skin layer (not the white pith) of citrus fruits, usually lemons and oranges, which is used to add flavor to foods.

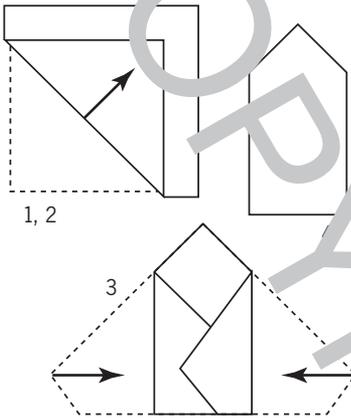


# NAPKIN FOLDING

For best results, use well-starched linen napkins if possible. For more complicated folds, 24-inch napkins work best. Practice the folds with newspaper. Children will have fun decorating the table once they learn these attractive folds!

## Shield

This fold is easy; elegant with monogram in corner.



### Instructions:

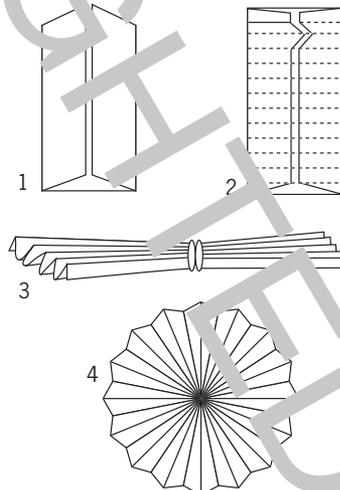
1. Fold napkin into quarters. If monogrammed, ornate corner should face down.
2. Turn up folded corner three-quarters.
3. Overlap the right side and left side points.
4. Turn over; adjust sides so they are even, single point in the center.
5. Place point up or down on the plate or left of the plate.

## Rosette

Elegant on plate.

### Instructions:

1. Fold left and right edges to the center, leaving  $1/2$ " opening along the center.
2. Pleat firmly from the top edge to the bottom edge. Sharpen edges with a hot iron.
3. Pinch center together. Use small piece of pipe cleaner to secure if necessary.
4. Spread out rosette.



# NAPKIN FOLDING

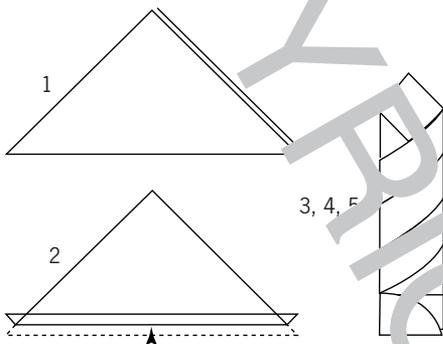
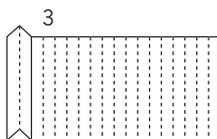
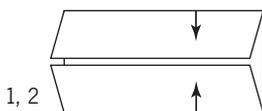


## Instructions:

1. Fold top and bottom edges to the center.
2. Fold top and bottom edges to center a second time.
3. Pleat firmly from the left edge. Sharpen edges with a knife.
4. Spread out fan. Balance flat folds of each side on table. Well-starched napkins will hold the shape.

## Fan

Pretty in napkin ring or on a plate.



## Candle

Easy to do; can be decorated.

## Instructions:

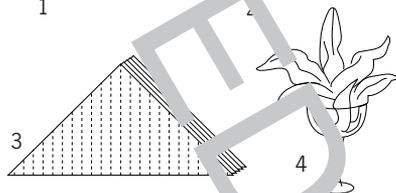
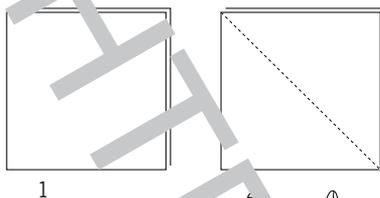
1. Fold into triangle, point at top.
2. Turn lower edge up 1".
3. Turn over, folded edge down.
4. Roll tightly from left to right.
5. Tuck in corner. Stand upright.

## Lily

Effective and pretty on table.

## Instructions:

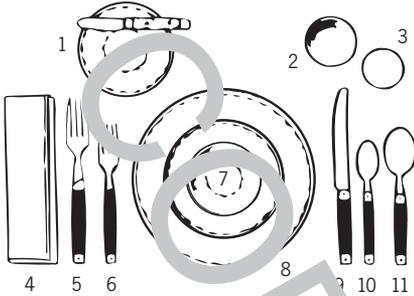
1. Fold napkin into quarters.
2. Fold into triangle, closed corner to open points.
3. Turn two points over to other side. (Two points are on either side of closed point.) Pleat.
4. Place closed end in glass. Pull down two points on each side and shape.





# TABLE SETTINGS

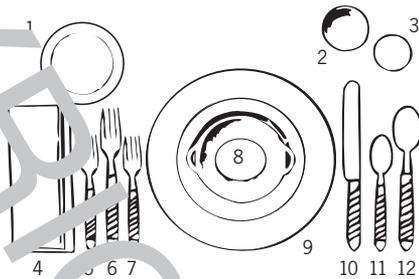
## Luncheon Table Setting



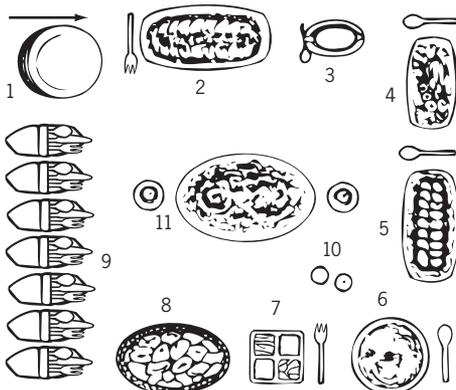
1. Bread and butter plate and knife
2. Water glass
3. Optional drink glass
4. Napkin
5. Luncheon fork
6. Dessert fork
7. First course bowl and liner plate
8. Luncheon plate
9. Knife
10. Teaspoon
11. Soup spoon

## Dinner Table Setting

1. Salad plate
2. Water glass
3. Optional drink glass
4. Napkin
5. Salad fork
6. Dinner fork
7. Dessert fork
8. First course bowl and liner plate
9. Dinner plate
10. Dinner knife
11. Teaspoon
12. Soup spoon



## Buffet Table Setting



1. Plate
2. Main dish
3. Gravy boat on liner plate
4. Vegetable dish
5. Other side dish
6. Salad bowl
7. Relish tray
8. Basket of rolls
9. Napkins with knives, forks, and spoons
10. Salt and pepper
11. Centerpiece and candles